

Board of Selectmen

Town of Upton



Massachusetts

BOARD OF SELECTMEN

Kenneth E. Picard, Chairman

James A. Brochu

Robert J. Fleming

TOWN MANAGER

Blythe C. Robinson

1 Main Street, Box 1, Upton, MA 01568

Tel: 508-529-6901 Fax: 508-529-1010

brobinson@upton.ma.us

Memo To: Board of Selectmen
From: Blythe C. Robinson, Town Manager
Date: July 13, 2012
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 77,374.25
- Expense Warrant: \$1,305,208.27 (FY 12/13)
134,788.80 (FY 11/12)

For Your Information/Follow Up:

- Two weeks ago we were notified by the State that the Town is required to retain an engineering firm to conduct two (2) Dam Safety Phase I Inspections and to produce associated reports for the Massachusetts Department of Conservation and Recreation, Office of Dam Safety (ODS) for Wildwood Lake Dam (State Dam ID# 3-14-303-4; NID ID# MA00667) and Old Grist Mill Pond Dam (State Dam ID# 3-14-303-5; NID ID# MA00668). The ODS is requiring the Town to complete the inspections no later than 8/15/2012 and to submit the reports no later than 9/17/2012. Consequently, DPW obtained quotes from three engineering firms. The low bid was from Fay Engineering Services, Inc. of West Ware, MA for \$3,500 (plus reasonable expenses) per inspection/report. We have authorized Fay Engineering Services to proceed with this task in order to complete it on time. Unfortunately, funds were not set aside for this work in DPW's FY13 budget. In order to comply with the ODS requirement (and avoid the \$500/day fine for non-compliance), we will utilize the DPW General Expense line (01-422-5400-5421) and seek to replenish the line by an equal amount at a future Special Town Meeting. The Town also has three (3) other dams (Old Box Shop Pond Dam, Taft Pond Dam, and Pratt Pond Dam) that will require submittal of similar reports to ODS prior to 7/8/2013. Given the proximity of this due date to the beginning of Fiscal Year 2014, I recommend that we undertake them in late FY13 (May or June) to avoid the possibility of a delinquent submittal. Consequently, I suggest that we seek funding for all five (5) dam reports (\$17,500.00 total) at the next Special Town Meeting.
- Please note that the reason for the two expense warrants this week is due to the processing of a final expense warrant for FY 11/12, and the first one for FY 12/13.

- Since we posted several vehicles and some old equipment for sale on the surplus auction site last week we've added two more, the Police Chief's SUV, and the EMS Ford Explorer that went out of service. We'll keep you apprised of the results.
- We received eight proposals from firms interested in acting as the Town's Owner's Project Manager for the Town Hall Renovation Project. The Committee met on Tuesday and chose four of the firms to continue in the process to interviews on July 26th. We hope to have a recommendation for award to you for approval at the August Selectmen's Meeting.
- We will soon be streamlining the process of expense warrants. Up until now when a board or department prepares an expense warrant and submits it to the Accountant, they must include the original invoice as well as a copy of the invoice. The copy is needed so that when the checks are sent out it is stuffed with the check so that the vendor receiving it knows what the check is for. Our check stock up to now has not included a stub for information such as this. We have ordered new stock that will have a stub, and we are updating our accounting software to indicate what information should go on it, such as an invoice number. This will cut down on time and money to copy every invoice, and simply the process of mailing payments to vendors.
- We continue to monitor closely the status of Leland Field. The grass has been cut and clipping removed, and the contractor is obligated to provide two additional fertilizations and mowing's during that period. While we are concerned about the way he has approached this work we are working closely with our architect to get it to the point where it can be accepted by the Town. We also need to have some work done to the area near the back of the tennis/basketball court to address water runoff that may impact those surfaces.
- Earlier this year we were approached by ISO (Insurance Services Office) regarding a survey of our building codes and enforcement of same. Along with rating fire protection services the ISO uses this to establish a rating for each community that insurance companies base their rates upon. Unfortunately the ISO has informed us that they are reducing our rating from a Category #3 to a Category #5 for both residential and commercial/industrial property. This change in rating is due primarily to the fact that the State building code under which we operate lacks some standards that the ISO believes are important. The ISO does offer the opportunity to improve our rating by implementing some measures that are under our control, which we are looking at closely. If possible we'd like to have the rating at least changed to a Category #4. We will keep you apprised of how this turns out.
- The Fire/EMS Chief has once again made application under the Assistance to Firefighter's Grant (AFG) program for equipment that would be beneficial to the Town. We have once again applied for SCBA bottles, and we have also applied for a new combination ladder truck. Our first priority is the bottles, as it was last year, but we are eligible for the other so have made application anyway. The equipment requires a small match by the Town, thus if we are fortunate to receive one or both a special town meeting action to fund those will be in order.